



**DEPARTMENT OF THE ARMY**  
**U. S. ARMY SOLDIER SUPPORT INSTITUTE**  
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ATSG-CG

DEC 14 2006

**MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel**

**SUBJECT: Policy Memorandum #23 - Use of Government Cellular Telephone and Personal Digital Assistant (PDA)**

1. Effective immediately, this policy memorandum applies to all SSI personnel.
2. The use of DOD and other Government telephone systems are limited to the conduct of official business or other authorized uses. Commanders and supervisors at all levels are responsible for making users of Government telecommunication systems aware of permissible and unauthorized uses. The Joint Ethics Regulation, Section 2-301, serves as the basis for Army policy on the use of telecommunications. Users will abide by these restrictions to prevent security compromises and disruptions to Army communication systems. Communication devices can be used for personal communications provided such use:
  - a. are not cost excessive.
  - b. causes no adverse impact on official duties.
  - c. are reasonable during personal time (e.g., before or after the workday, break periods or lunch).
  - d. serves a legitimate public interest (enhancing proficiency or personal skills that are Government related).
  - e. causes no adverse reflection on the Department of Defense.
3. Portable, mobile, and cellular telephones will not be used in lieu of established "wired" telephones. These devices are to be used for official business and authorized use only and may be approved for handheld portable use installed in Government vehicles. Official use of these phones are limited to requirements that cannot be satisfied by other available telecommunications methods and are authorized when warranted by mission requirements, technical limitation, feasibility, or cost considerations. Authorized personal use of cellular phones is subject to the same restrictions and prohibitions that apply to other communication systems.

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4. When beepers, pagers and PDAs (commonly called Blackberries) are part of the features of a cellular telephone, the item will be managed the same as a cellular telephone.

5. Commandants, Directors, and Commanders will be issued portable communication devices without justification. Personnel under their supervision needing devices must justify the request. Accountability of all devices will be managed through the hand receipt process. SSI Information Technology Division (ITD) will maintain hand receipts and establish a reutilization program to identify and recoup cellular phones and Blackberries seldom or no longer used.

6. Individual/personal use of communication devices may be monitored. Any inappropriate/unacceptable use of communication devices can, and may, result in disciplinary action. This includes adverse administrative actions or judicial measures being taken as a result of misuse or abuse. The following activities are not acceptable:

- a. advertise or solicit for sale of personal property or services.
- b. announce or endorse private enterprise fund raising or participate in any activity for purpose of personal gain.
- c. engage in unethical/unlawful activity.
- d. use of cellular phones or PDAs to distribute chain letters, hoaxes or any form of unofficial communication.

7. The proponent for periodic review of this policy is the SSI ITD.

8. "READINESS STARTS HERE!"



ROSE A. WALKER  
Colonel, AG  
Commanding